

85-418 2

DDI SIGNATURE

ROUTING AND TRANSMITTAL SLIP

Date

9 Dec 85

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. Director of Training
and Education

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate X X	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DDI SIGNATURE
FILE: 45-1DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

Room No.—Bldg.

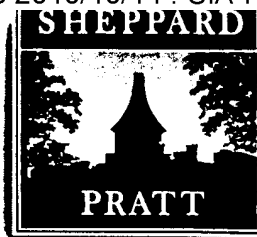
Phone No.

5041-102

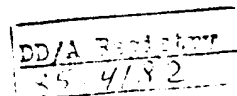
* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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The Education Center
of Sheppard Pratt



Dear Human Resource Executive:

The Business and Management Institute of Sheppard Pratt has been formed in order to provide more comprehensive Human Resource services to area companies. It is the mission of our Institute to provide quality educational programs for first line supervisors and middle and upper management. Our approach is unique in that we wish to develop educational and training experiences which meet the specific needs of your company. This tailor-made programming is the result of cooperative effort between the company and the Institute to both identify needs and the resources required to meet those needs.

The outcome of the process is relevant, efficient, and cost-effective training.

Areas for which programming can be developed include:

- | | |
|---|---|
| . Managing Change | . Coaching Skills for the Manager |
| . Participatory Management | . Evaluating Employee Performance |
| . Effective Business Communication | . Quality Circles: "Excellence" in Action |
| . Managing Difficult Employees | . Effective Leadership |
| . Conducting Productive Meetings | . Motivating Employees |
| . Problem Solving, Decision Making
and Idea Implementation | . Interviewing Skills |
| . Team Building and Utilization | . Stress Management |
| . Managing Conflict | . Managing Office Politics |
| | . Negotiating Skills |

If you or your employees can benefit by experiencing training in any of these areas, or if you have other needs, we wish to help. Please give us a call at (301) 823-8200, extension 2250 or 2253 or drop the enclosed postcard in the mail.

Cordially,

Irene Chesire, Ed.D.
Director
Professional and Public Education

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